

REQUEST FOR CLEARANCE/APPROVAL OF ISSUANCE

INSTRUCTIONS: Originating Office - complete Section A 1. Attach proposed issuance and send to the FIRM, Unit 123, USDA Center, Riverdale MD. Retain a copy for your records.

AGENCY

ORIGINATING OFFICE

☐

DIRECTIVE

☐

NOTICE

☐HANDBOOK/
MANUAL☐ISSUANCE
CHANGE

REVIEWER AND TEL. NO.

TITLE OF PROPOSED ISSUANCE

DISTRIBUTION

SECTION A - CLEARANCES

1. ORIGINATING DIVISION/STAFF

SIGNATURE

DATE

a. Author

b. Tel. No.

b. Branch Chief/Program Manager

c. Division Director

2. REVIEW/CLEARANCE OFFICIAL (To be completed by the FIRM)

DIVISION/STAFF

DUE DATE

3. REVIEW/CLEARANCE OFFICIAL RESPONSE

SIGNATURE

DATE

☐ Concur☐Concur with
changes marked☐

Do not concur

COMMENTS

AFTER REVIEW/CLEARANCE, SEND TO THE FIRM, UNIT 123, RIVERDALE, MD**SECTION B - FINAL APPROVALS**

AGENCY OFFICIAL RESPONSIBLE FOR FINAL REVIEW

SIGNATURE

DATE

AFTER SIGNATURE, SEND TO THE FIRM, UNIT 123, RIVERDALE, MD